

MEETINGS & EVENTS SERVICES

Taking **care** of business

Effective meetings and creative events delivered for professionals

*Let's
meet*



Meeting and Event services

Let's meet

Our services include:

1. Venue Sourcing
 - Finding venues to fit your requirements
 - Negotiating rates and contract details
 - Destination comparisons
2. Meetings & Events delivery
 - Meetings & Events logistical management
 - Participant registration
 - Dinners & (offsite) creative events
 - Financial management and budgeting
 - Design & theming
3. Travel & Accommodation Management
 - Online ticketing and travel bookings
 - Accommodation
 - Ground transportation
4. Exhibition Stand Coordination
 - Coordination of exhibition stand at relevant trade shows
 - Coordination of stand building and staffing
5. Spend Consolidation Management
 - Complete vendor & cost consolidation
 - Benchmarking and financial reports

Some of our Clients:

ESA (European Space Agency)

Congrex Service: In-house Meeting and Event service



Aditro

Congrex Service: Venue Sourcing and Cost Consolidation Management

ADITRO

Meetings & Events are a valuable tool to help get your message across to your target audience. Having the right resources, expertise and experience can be critical to your overall success.

Congrex are an experienced organiser specialised in all aspects of meetings and events organisation. We understand that in order to create effective meetings and special events you need dedicated resources and knowledge. Our team of dedicated and creative experts can help with any element of your Meetings & Events.

The Congrex Difference

Anyone planning their next meeting or event can benefit from:

- More than 25 years of experience in meetings & reservations management
- Staff with a broad range of knowledge from different types of projects in various industries
- National and International Partner suppliers network ensuring competitive rates
- Time and cost savings due to proven efficient processes (proposal within eight working hours, supplier rate negotiation)
- Optimal financial control (access to statistics, one invoice from multiple suppliers)
- Knowledge of the latest meeting technology and industry developments

"We have been working together for 10 years and have never been disappointed."

Jan Blom, Chairman, MX One User Group

"Congrex are able to handle all the details for us on a daily basis. Booking and sourcing venues have been made really easy as they have the partners, knowledge and systems to deliver results. Our meetings have really benefited from this partnership."

Gunilla Fahlvist, Travel manager, Aditro

"The Congrex team were a joy to work with for the organisation of the ESA GNC conference. Their professional attitude, flexibility and creativity together with a 'can-do' attitude ensured that the event was our most successful yet and ensured that this event will remain a talking point within the community for years to come. Many thanks."

S.P. Airey, TEC-ECC